




County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE


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DAVID E. JANSSEN
Chief Administrative Officer

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December 23, 2003

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
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Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich
From: 
David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider 
Chief Information Officer

BUSINESS CONTINUITY PLANNING – STATUS REPORT

On March 4, 2003 your Board authorized the expenditure of \$400,000 to purchase software and consulting services to support the development of a countywide Business Continuity Planning (BCP) program. Your Board requested quarterly reports on the status of the BCP program.

Since our September 10, 2003 status report, we have accomplished the following:

- We contracted with Strohl Systems to provide web-based software to support BCP planning and to provide consulting services to train County staff on BCP methodology, administration and use of the software. Strohl will also modify the software to meet County requirements. Your Board approved this contract on October 21, 2003.
- Strohl delivered the software on November 13, 2003, and the software was successfully installed on County servers. Strohl has begun customization of the software.
- Strohl provided initial training on software administration and BCP methodology to the County's core BCP planning team on December 12, 2003.

Each Supervisor
December 23, 2003
Page 2

- Four pilot departments have been selected to test the software modifications and help develop countywide implementation strategies. The departments are: Auditor Controller, CAO (Office of Emergency Management), Internal Services, and Public Works.

We will continue to work with Strohl to complete the software modifications, and we will begin the test with the pilot departments during January, 2004. We will provide your Board with another status report in March, 2004.

Questions regarding this report should be directed to Bill Butler in the Office of Emergency Management at (323) 980-2258, or Greg Melendez in the Chief Information Office at (213) 974-1710.

DEJ:CP
BB:jl

c: All Department Heads
Emergency Management Council
Board Emergency Preparedness Deputies
BCP Advisory Group